



BOARDS AND COMMISSIONS INFORMATION HANDBOOK

Updated April 10, 2014

TABLE OF CONTENTS

Alcohol, Gambling and Tobacco Commission	1
Building Appeal Board	2
Charter Commission	3
Civil Service Board	4
Commission on Disabilities	5
Community Development Committee	6
Deferred Compensation Plan Commission	7
Duluth Airport Authority	8
Duluth Citizen Review Board	9
Duluth Economic Development Authority	10
Duluth Human Rights Commission	11
Duluth Legacy Endowment Fund Advisory Board	12
Duluth/North Shore Sanitary District Board	13
Duluth Parking Commission <i>[see Parking Commission, Duluth]</i>	
Duluth Public Arts Commission	14
Duluth Public Utilities Commission	15
Duluth-Superior Metropolitan Interstate Council	16
Duluth Transit Authority	17
Duluth Workforce Council	18

Entertainment and Convention Center Authority	19
Environmental Advisory Council	20
Heritage Preservation Commission	21
Housing and Redevelopment Authority of Duluth	22
Indigenous Commission <i>[formerly American Indian Commission]</i>	23
Joint Airport Zoning Board	24
Library Board	25
Parking Commission, Duluth	26
Parks and Recreation Commission	27
Planning Commission	28
Sanitary Sewer Board of the WLSSD	29
Seaway Port Authority of Duluth	30
Special Board of Review	31
Spirit Mountain Recreation Area Authority	32
Tree Commission	33

1. BOARD OR COMMITTEE:

Alcohol, Gambling and Tobacco Commission

2. MEETING:

- ▶ DAY: 1st Wednesday
- ▶ TIME: 4:45 p.m.
- ▶ LOCATION: City Council Chamber, 3rd Floor, City Hall

3. STAFF PERSON: Jeffrey J. Cox

PHONE: 730-5500

EMAIL: jcox@duluthmn.gov

4. STATEMENT OF PURPOSE:

- ▶ To investigate every license application to sell alcoholic beverages within the City and, after such an investigation, make an advisory recommendation to the City Council for granting or refusing licenses. The City Clerk shall refer to the Board any complaints and questions as to licenses or regulations. Subject to final Council review, the Board may suspend or revoke a license after public hearing.
- ▶ To advise and aid the City Council in exercising its licensing duties under Minnesota Statutes Chapter 349, the charitable gambling laws. To investigate all premise permit applications and gambling questions for the Duluth City Council.

5. MEMBERSHIP REQUIREMENTS:

7 members, 3-year terms. Each member shall be a citizen of the United States and a resident of the City of Duluth for at least one (1) year immediately preceding his/her appointment.

6. SOURCE OF ENABLING LEGISLATION:

Created by Council Ordinance 7056 (Article 1, Chapter 8 of City Code) and by Ordinance 9438, 2/14/2000.

1. BOARD OR COMMITTEE:

Building Appeal Board

AKAs:	Building Code Appeals Board	} Combined
	Contractors' License Board	
	Housing Appeal Board	
	Building Appeal and Licensing Board	

2. MEETING:

- ▶ DAY: 2nd Wednesday; meets on call of Bldg Insp, City Staff, or voting members.
- ▶ TIME: 3:00 p.m.
- ▶ LOCATION: City Council Chamber, 3rd Floor, City Hall

3. STAFF PERSON: Dan Nelson

PHONE: 730-5300

EMAIL: dwnelson@duluthmn.gov

4. STATEMENT OF PURPOSE:

To hear appeals from decisions by the Building Official interpretation of the State Building Code, the Duluth Housing Code, and the handling of appeals pertaining to the Fire Chief's interpretation of the Fire Code.

5. MEMBERSHIP REQUIREMENTS:

Board shall consist of 10 members appointed by the Mayor, subject to the approval of the City Council. The Fire Chief and Building Official shall be ex officio members, with the Building Official to serve as secretary. All members serve 3-year terms. 1 member shall work in the area of finance; 1 member shall be a registered architect; 1 member shall be a registered engineer working in the area of building construction design; 1 member shall be engaged in the business of residential building construction; 1 member shall be engaged in the business of commercial building construction; 1 member shall work in the area of building materials supply; 1 member shall be a member of a building trade union; 1 member shall be a realtor or real estate manager; and 2 members shall be appointed from the general citizenry.

6. SOURCE OF ENABLING LEGISLATION:

Created by Ordinance #8544, 11/3/80, amended by Ordinance 8819, 12/15/86; amended by Ordinance 9048, 10/7/1991.

1. BOARD OR COMMITTEE:

Charter Commission

2. MEETING:

- ▶ DAY: 2nd Wednesday if needed in January, April & July, required in October
- ▶ TIME: 5:00 p.m.
- ▶ LOCATION: City Council Chambers, 3rd Floor, City Hall

3. STAFF PERSON: Jeffrey J. Cox

PHONE: 730-5500

EMAIL: jcox@duluthmn.gov

4. STATEMENT OF PURPOSE:

To act on matters relating to the framing and amending of the City Charter.

5. MEMBERSHIP REQUIREMENTS:

15 members, 4-year terms (2 terms only); appointed by Judges of District Court. Each shall be a qualified voter of the City. No person shall be disqualified from serving on a Charter Commission by reason of his/her holding any other elective or appointed office other than judicial.

6. SOURCE OF ENABLING LEGISLATION:

Created by Article XI, Minnesota Constitution; amended by Minnesota Laws, 1959, Chapter 305(5); Minnesota Laws, 1961, Chapter 608(1); Minnesota Laws, 1967, Executive Session, Chapter 33(1).

1. BOARD OR COMMITTEE:

Civil Service Board

2. MEETING:

- ▶ DAY: 1st Tuesday
- ▶ TIME: 4:45 p.m.
- ▶ LOCATION: City Council Chambers, 3rd Floor, City Hall

3. STAFF PERSON: Audra Flanagan

PHONE: 730-5210

EMAIL: aflanagan@duluthmn.gov

4. STATEMENT OF PURPOSE:

To oversee matters relating to civil service employment with the approval of the Council.

5. MEMBERSHIP REQUIREMENTS:

5 members, 6-year terms; appointed by the City Council. No specific requirements.

6. SOURCE OF ENABLING LEGISLATION:

Chapter V, Duluth City Charter.

1. BOARD OR COMMITTEE:

Commission on Disabilities

AKAs: Commission for the Handicapped
Mayor's Commission for the Handicapped

2. MEETING:

- ▶ DAY: 1st Wednesday
- ▶ TIME: 3:00 p.m.
- ▶ LOCATION: Room 303, City Hall

3. STAFF PERSON: Bob Grytdahl

PHONE: 730-5630

EMAIL: bgrytdahl@duluthmn.gov

4. STATEMENT OF PURPOSE:

To assess the needs of disabled persons regarding matters such as employment, housing, transportation, accessibility and equal rights; and to advise the Mayor and the City Council of such assessments as the Mayor or Council may request, or as the Commission may deem appropriate.

5. MEMBERSHIP REQUIREMENTS:

17 members, 3-year terms. One-half of the members will be disabled persons; not less than one-third of the members will be users or consumers of special services for disabled persons; not less than one-third of the members will be providers of special services for disabled persons; and each councilmanic district of the City will contain the residence of not less than 2 members.

6. SOURCE OF ENABLING LEGISLATION:

Created by Ordinance #8527, 7/14/80, Amended by Ordinance #8956, 10/2/89.

1. BOARD OR COMMITTEE:

Community Development Committee (CD Committee)

AKAs: was Citywide Citizens Advisory Committee (CCAC)

2. MEETING:

- ▶ DAY: 4th Tuesday
- ▶ TIME: 6:00 p.m.
- ▶ LOCATION: 303 City Hall

3. STAFF PERSON: Keith Hamre

PHONE: 730-5480

EMAIL: khamre@duluthmn.gov

4. STATEMENT OF PURPOSE:

To review proposals for funding under the Community Development program. The CD committee will establish criteria to evaluate and rank specific proposals for neighborhood activities and low-moderate clientele activities. The CD committee will prepare a recommendation with the concurrence of the community development division manager to the city council and the mayor.

5. MEMBERSHIP REQUIREMENTS:

9 members, 3 year terms. Preference will be given to persons of color or who are low to moderate income.

6. SOURCE OF ENABLING LEGISLATION:

Est. by Mayor's letter of 10-26-1978; and Resolution 78-598, 7-31-1978; 78-0827, 10-23-1978; 82-0513, 8-2-1982; 84-0731, 10-1-1984; 94-0687, 8/8/1994; 00-0469, 7/10/2000; 04-0244, 4/26/2004; 09-0203, 4/13/2009; 14-0028, 1-13-2014.

1. BOARD OR COMMITTEE:

Deferred Compensation Plan Commission

2. MEETING:

- ▶ DAY: As needed
- ▶ TIME:
- ▶ LOCATION:

3. STAFF PERSON: Brian Hansen

PHONE: 730-5350

EMAIL: bhansen@duluthmn.gov

4. STATEMENT OF PURPOSE:

- ▶ To monitor the administration of the City of Duluth Deferred Compensation Plan.
- ▶ To advise the City Administration regarding the operation of the plan and the desirability of amending the plan.

5. MEMBERSHIP REQUIREMENTS:

8 members; appointed by the Mayor, upon approval of the City Council. At least 1 person from each of the City's collective bargaining units shall be appointed. No term shall be more than 4 years.

6. SOURCE OF ENABLING LEGISLATION:

Created by Ordinance No. 8499, 1/21/1980; amended by Ordinance No. 8581, 7/6/1981; Ordinance No. 10052, 10/11/2010; Ordinance No. 10221, 5/13/2013.

1. BOARD OR COMMITTEE:

Duluth Airport Authority

AKAs: Airport Authority

2. MEETING:

- ▶ DAY: 3rd Tuesday
- ▶ TIME: 8:30 a.m.
- ▶ LOCATION: Duluth International Airport, Director's Conference Room

3. STAFF PERSON: Mary Ann Wittkop
PHONE: 727-2968
EMAIL: mwittkop@duluthairport.com
WEBSITE: www.duluthairport.com

4. STATEMENT OF PURPOSE:

To administer the Duluth International and Sky Harbor Airports and promote air navigation and transportation.

5. MEMBERSHIP REQUIREMENTS:

7 members, 3-year terms. City residents only.

6. SOURCE OF ENABLING LEGISLATION:

Created by Chapter 577, Laws of Minnesota, 1969; and by resolution of City Council, 6/16/69.

1. BOARD OR COMMITTEE:

Duluth Citizen Review Board

2. MEETING:

- ▶ DAY: 4th Tuesday
- ▶ TIME: 5:00 p.m.
- ▶ LOCATION: Varies

3. STAFF PERSON: Bob Grytdahl

PHONE: 730-5630

EMAIL: bgrytdahl@duluthmn.gov

4. STATEMENT OF PURPOSE:

The citizen review board shall be an advisory body to the police department and city council, for the purpose of fostering relationships and strengthening trust and communication between the police department and citizens of Duluth in furtherance of the best interests of the city and all of its residents.

5. MEMBERSHIP REQUIREMENTS:

7 members, 3-year terms. Members must be residents of, or be employed within, the city.

6. SOURCE OF ENABLING LEGISLATION:

Established by Ordinance No. 10166, 7/2/2012.

1. BOARD OR COMMITTEE:

Duluth Economic Development Authority

AKAs: DEDA

2. MEETING:

- ▶ DAY: 4th Wednesday
- ▶ TIME: 5:15 p.m.
- ▶ LOCATION: Room 303, City Hall, or as noted in meeting notice

3. STAFF PERSON: Christopher Eng

PHONE: 730-5310

EMAIL: ceng@duluthmn.gov

4. STATEMENT OF PURPOSE:

To encourage, coordinate and direct the city's development efforts throughout the city, especially in the areas of economic development and housing development and to enter into agreements and perform other activities reasonably necessary to achieve those goals.

5. MEMBERSHIP REQUIREMENTS:

7 members - 4 at large members for 6 year terms; 3 city council members for council term of office.

6. SOURCE OF ENABLING LEGISLATION:

Laws, 1987 Chapter 291 Sections 91 through 109 and 89-0323R adopted 4/24/1989, amended by 98-0949R, 12/21/1998; 02-0606R, 10/28/2002; 04-0202R, 3/22/2004; 04-0215R, 3/22/2004; & 09-0342R, 5/26/2009.

1. BOARD OR COMMITTEE:

Duluth Human Rights Commission

AKAs: Human Rights Commission

2. MEETING:

- ▶ DAY: 2nd Wednesday
- ▶ TIME: 5:00 p.m.
- ▶ LOCATION: 402 City Hall

3. STAFF PERSON: Bob Grytdahl

PHONE: 730-5630

EMAIL: bgrytdahl@duluthmn.gov

4. STATEMENT OF PURPOSE:

To promote cultural diversity in Duluth; to promote the elimination of hate, prejudice, and discrimination against persons or groups based on race, gender, religion or other status of the person or group; to educate the community on issues of discrimination and cultural diversity; to advise the city council and administration on human rights issues; and to promote the goals and objectives of the Minnesota Human Rights Act.

5. MEMBERSHIP REQUIREMENTS:

15 members, 3-year terms. Appointments should reflect a broad cross section of the ethnic, cultural, and other diversity of the community as defined in Minnesota Statutes Section 363; appointments should include both sexes, various economic levels, racial and ethnic minorities, various age groups, and property owners and tenants.

6. SOURCE OF ENABLING LEGISLATION:

Originally created by Ordinance 9285, 12/18/1995 (Chapter 2, Article XXIV of the City Code); recreated by Ordinance 9508, 10/9/2002 (Chapter 29C of the City Code).

1. BOARD OR COMMITTEE:

Duluth Legacy Endowment Fund Advisory Board (DLEFAB)

AKAs: Duluth Legacy Endowment Fund Project Group (DLEFPG)

2. MEETING:

- ▶ DAY: Determined by chairperson
- ▶ TIME: Determined by chairperson
- ▶ LOCATION: Determined by chairperson

3. STAFF PERSON: Keith Hamre

PHONE: 730-5480

EMAIL: khamre@duluthmn.gov

4. STATEMENT OF PURPOSE:

The group shall have power to accept requests for distribution of the earnings of the Duluth Legacy Endowment Fund. It shall have the power to evaluate which requests will best benefit the community and fulfill a public purpose. It shall approve and recommend specific distributions and the amount of distributions to various city departments to the trustee (Duluth-Superior Area Community Foundation).

5. MEMBERSHIP REQUIREMENTS:

11 members, 4 year terms. Must be a year round or seasonal resident or be involved with a Duluth business, nonprofit or governmental entity or have demonstrated significant ties to Duluth or the surrounding area.

6. SOURCE OF ENABLING LEGISLATION:

Created by Resolution 04-0484, 7-12-2004; amended by Resolution 08-0137, 2/26/2008.

1. BOARD OR COMMITTEE:

Duluth/North Shore Sanitary District Board

2. MEETING:

- ▶ DAY: 3rd Tuesday
- ▶ TIME: 7:00 a.m.
- ▶ LOCATION: French River Lutheran Church

3. STAFF PERSON: Eric Appelwick, Secretary

PHONE: 624-8042

EMAIL: eappelwick@nettechnical.com

WEBSITE: www.dnssd.org

4. STATEMENT OF PURPOSE:

To administer the Duluth/North Shore Sanitary District. To adopt sewer use ordinances and sewer service charge system to fund the wastewater treatment operation throughout the district.

5. MEMBERSHIP REQUIREMENTS:

5 members who are registered voters in the entity they represent. There are 2 Duluth members, 1 Lakewood member and 2 Town of Duluth members.

6. SOURCE OF ENABLING LEGISLATION:

Created by Resolution 00-0153, 3/2/2000.

1. BOARD OR COMMITTEE:

Duluth Public Arts Commission

2. MEETING:

- ▶ DAY: 3rd Monday
- ▶ TIME: 4:30 p.m.
- ▶ LOCATION: 106A City Hall, 411 W. 1st St.

3. STAFF PERSON: Jessica Tillman
PHONE: 730-5230
EMAIL: jtillman@duluthmn.gov

4. STATEMENT OF PURPOSE:

To advocate for, promote and participate in the selection and interpretation of public artwork and public arts events in Duluth; assist the city in the development and maintenance of an ongoing Municipal Arts Plan.

5. MEMBERSHIP REQUIREMENTS:

9 members, 3-year terms.

6. SOURCE OF ENABLING LEGISLATION:

Created by Ordinance 8777, 4/7/1986; amended by Ordinance 10220, 4/22/2013.

1. BOARD OR COMMITTEE:

Duluth Public Utilities Commission



2. MEETING:

- ▶ DAY: 3rd Tuesday
- ▶ TIME: 5:15 p.m.
- ▶ LOCATION: Council Chamber, 411 W. 1st St.

3. STAFF PERSON: Jim Benning
PHONE: 730-5200
EMAIL: jbenning@duluthmn.gov

4. STATEMENT OF PURPOSE:

To effectively manage and guide future development of the utilities and the rate structures related thereto.

5. MEMBERSHIP REQUIREMENTS:

7 members (3 city councilors; 4 at large members shall be residents of the city of Duluth, shall be responsible to pay charges to the city for the use of at least two of the utilities regulated by the commission and shall be chosen for their expertise in the areas of utility operations, finance and utility construction or other relevant experience), 3-year terms.

6. SOURCE OF ENABLING LEGISLATION:

Created by Ordinance 10024, 4/26/2010.

1. BOARD OR COMMITTEE:

Duluth-Superior Metropolitan Interstate Council (Committee)

AKAs: MIC

2. MEETING:

- ▶ DAY: 3rd Thursday
- ▶ TIME: 7:00 p.m.
- ▶ LOCATION: Varies

3. STAFF PERSON: Ron Chicka, MIC Director

PHONE: 529-7541

E-MAIL: rchicka@ardc.org

4. STATEMENT OF PURPOSE:

To coordinate federal monies for transportation planning and development in the Duluth-Superior Metropolitan Planning Area, for the purpose of transcending area municipal and state boundaries.

5. MEMBERSHIP REQUIREMENTS:

18 members, 2 year terms. 9 Minnesota members; 9 Wisconsin members.

6. SOURCE OF ENABLING LEGISLATION:

Created by Resolution 75-469.

1. BOARD OR COMMITTEE:

Duluth Transit Authority

AKAs: DTA
Transit Authority

2. MEETING:

- ▶ DAY: 4th Wednesday (committee meetings preceding regular meeting)
- ▶ TIME: 4:00 p.m.
- ▶ LOCATION: DTA Board Room

3. STAFF PERSON: Kristie Hills

PHONE: 722-7283

EMAIL: khills@duluthtransit.com

WEBSITE: www.duluthtransit.com

4. STATEMENT OF PURPOSE:

To administer the operation of the City of Duluth's public transit system.

5. MEMBERSHIP REQUIREMENTS:

9 members, 3-year terms. Each of the 5 councilmanic districts within the City of Duluth shall be represented at all times on the Authority, and the director representing such district shall be a resident thereof.

6. SOURCE OF ENABLING LEGISLATION:

Created by Chapter 720, Laws of Minnesota, 1969; and by resolution of City Council, 6/16/69; amended by Minnesota Laws, 1971, Chapter 524; and by resolution of City Council, 6/14/71.

1. BOARD OR COMMITTEE:

Duluth Workforce Council, Inc.

AKAs: Duluth Private Industry Council
PIC

2. MEETING:

- ▶ DAY: 3rd Monday
- ▶ TIME: 3:00 p.m.
- ▶ LOCATION: Duluth Workforce Center, 302 W. 2nd St.

3. STAFF PERSON: Don Hoag

PHONE: 730-5770

URL: www.mnwfc.org/duluth/council

4. STATEMENT OF PURPOSE:

To design, implement, and manage a program aimed at increasing the involvement of the business community in the employment and training activities under JTPA and increasing private sector employment opportunities for economically disadvantaged persons.

5. MEMBERSHIP REQUIREMENTS:

The chief elected official shall appoint members from industry and business community (including small business and minority business enterprises), organized labor, community-based organizations, and educational agencies and institutions to serve on such council.

6. SOURCE OF ENABLING LEGISLATION:

Established by Public Law 97-300, 10/13/1982; replaced by the Federal Workforce Investment Act - Public Law 105-220, 8/7/1998.

1. BOARD OR COMMITTEE:

Entertainment and Convention Center Authority (DECC)

AKAs: Arena-Auditorium Administrative Board
Duluth State Convention Center Administrative Board

2. MEETING:

- ▶ DAY: Last Monday of the month
- ▶ TIME: 4:00 p.m.
- ▶ LOCATION: Board Room in Convention Center (DECC)

3. STAFF PERSON: Dan Russell

PHONE: 722-5573

EMAIL: decc@decc.org

WEBSITE: www.decc.org

4. STATEMENT OF PURPOSE:

To administer, promote, control, direct, manage, and operate the Duluth Entertainment Convention Center complex.

5. MEMBERSHIP REQUIREMENTS:

11 members, 3-year terms. 7 City residents appointed by the Mayor and approved by the City Council; and 4 members appointed by the Governor.

6. SOURCE OF ENABLING LEGISLATION:

Created by Chapter 305, Laws of Minnesota, 1963; Resolution of City Council, 4/22/1963; Laws of Minnesota, 1985, Section 36, Chapter 15, First Special Session (repealed 1998, Chapter 404, Sec. 84.); and Council Resolution 85-0612, 8/12/1985; Laws of Minnesota 1998, Chap. 404.

1. BOARD OR COMMITTEE:

Environmental Advisory Council - **CURRENTLY INACTIVE**

2. MEETING:

- ▶ DAY:
- ▶ TIME:
- ▶ LOCATION:

3. STAFF PERSON:
PHONE:

4. STATEMENT OF PURPOSE:

To promote environmental awareness and to advise and educate the city council, city administration and the community on environmental issues. To develop and recommend an environmental policy. To hear and review complaints and concerns from the public on environmental matters and recommend actions to be taken by the city where appropriate.

5. MEMBERSHIP REQUIREMENTS:

13 members (5 ex officio, 4 environmental representatives and 4 at large); 3-year terms.

6. SOURCE OF ENABLING LEGISLATION:

Established by Ordinance 9320, 11/25/1996; amended by Ord. No. 9360, 1-27-1998.

1. BOARD OR COMMITTEE:

Heritage Preservation Commission

AKAs: HPC; Historic Preservation Commission

2. MEETING:

- ▶ DAY: 4th Tuesday
- ▶ TIME: 2:00 p.m.
- ▶ LOCATION: Room 303, City Hall

3. STAFF PERSON: Planning Staff

PHONE: 730-5580

4. STATEMENT OF PURPOSE:

Recommend historic preservation sites and districts to the city council; approve, approve with conditions or deny applications for historic construction and demolition permits pursuant to Section 50-37.14; recommend historic preservation guidelines specific to a landmark or district; conduct continuing survey of all areas, places, buildings, structures or similar objects in the city that the commission, on the basis of information available or presented to it, has reason to believe are or will be eligible for designation as historic preservation landmarks or districts; work for the continuing education of the citizens of the city with respect to the historic and architectural heritage of the city and keep current and public an official list of designated historic preservation landmarks and districts; recommend to the planning commission and council that certain properties eligible for designation as historic preservation landmarks or districts be acquired by gift, by negotiation or other legal means.

5. MEMBERSHIP REQUIREMENTS:

7 members, 3 year terms. City residents who have demonstrated an interest in the historical, cultural or architectural development of the City or who own property within a heritage preservation district. 5 members appointed by the City; 1 member appointed by the St. Louis County Historical Society; and 1 member appointed by the city Planning Commission.

6. SOURCE OF ENABLING LEGISLATION:

Created by Ord.10044, 8/16/2010; amended by Ord. 10096, 7/18/2011; Ord. 10225, 5/28/2013.

1. BOARD OR COMMITTEE:

Housing and Redevelopment Authority of Duluth

AKAs: Housing and Redevelopment Authority Board
HRA

2. MEETING:

- ▶ DAY: Last Tuesday of the month
- ▶ TIME: 3:30 p.m.
- ▶ LOCATION: HRA Office, 222 E. 2nd St., 2nd Fl., Community Space

3. STAFF PERSON: Rick Ball

PHONE: 529-6300

EMAIL: rballhra@cpinternet.com

4. STATEMENT OF PURPOSE:

To deal with improvement and revitalization of residential neighborhoods, urban renewal, construction and operation of senior citizen housing, and related matters.

5. MEMBERSHIP REQUIREMENTS:

7 members, 5-year terms. All shall be residents of the area of operation of the authority. No public officer or employee shall be eligible to serve as a commissioner, but a commissioner may be a notary public.

6. SOURCE OF ENABLING LEGISLATION:

Created by Minnesota Laws, 1947, Chapter 487, and confirmed by City Council resolution, January 7, 1948.

1. BOARD OR COMMITTEE:

Indigenous Commission [*formerly American Indian Commission*]

2. MEETING:

- ▶ DAY: 3rd Monday (unless a holiday, then 3rd Tuesday)
- ▶ TIME: 5:00 p.m.
- ▶ LOCATION: 303 City Hall

3. STAFF PERSON: Keith Hamre

PHONE: 730-5480

EMAIL: khamre@duluthmn.gov

4. STATEMENT OF PURPOSE:

- To ensure that the views of the Indigenous community are incorporated in the decision making, future planning, and stewardship of the city of Duluth.
- To endeavor to act as a guide in the development of public policy, planning and services so that the Indigenous community is adequately represented in these processes and increase understanding and acceptance of the Indigenous community and culture.
- To increase Indigenous community involvement in all aspects of community affairs in Duluth.

5. MEMBERSHIP REQUIREMENTS:

11 members, 3-year terms. Members must reflect Indigenous diversity in the area and a majority of members must be Duluth residents.

6. SOURCE OF ENABLING LEGISLATION:

Created by Ordinance No. 9529, 4/8/2002; amended by Ordinance No. 10255, 10/28/2013 (Article XXVIII, Chapter 2 of City Code).

1. BOARD OR COMMITTEE:

Joint Airport Zoning Board

2. MEETING:

- ▶ DAY: Quarterly (3rd Thursday of the month)
- ▶ TIME:
- ▶ LOCATION: Duluth International Airport, Director's Conference Room

3. STAFF PERSON: Brian Grebe

PHONE: 727-2968

4. STATEMENT OF PURPOSE:

To adopt and administer special zoning regulations within the hazard area surrounding the Duluth International Airport.

5. MEMBERSHIP REQUIREMENTS:

12 members; 3-year term for City appointments, 4 representatives from the City of Duluth, 2 representatives from the City of Hermantown, 2 representatives from the Township of Canosia, 2 representatives from the Township of Rice Lake, and 2 representatives from St. Louis County. No residency requirements.

6. SOURCE OF ENABLING LEGISLATION:

Established by Minnesota Laws, 1945, Chapter 303.

1. BOARD OR COMMITTEE:

Library Board

2. MEETING:

- ▶ DAY: 4th Tuesday
- ▶ TIME: 4:30 p.m.
- ▶ LOCATION: Small Conference Room at Main Library

3. STAFF PERSON: Carla Powers

PHONE: 723-3821

EMAIL: cpowers@duluth.lib.mn.us

4. STATEMENT OF PURPOSE:

To advise the Director, City Administration and City Council on Library policies, proposed new services, proposed new facilities and on the deletion of services and facilities. To aid in raising gifts, donations, securing grants and to advise on the expenditure of trust funds.

5. MEMBERSHIP REQUIREMENTS:

9 members, 5-year terms. City residents only.

6. SOURCE OF ENABLING LEGISLATION:

Created by Ordinance #4361, 6/3/20; Ordinance #4539, 11/27/29; and Charter Section 27; amended by Ordinance #7541, 10/10/66.

1. BOARD OR COMMITTEE:

Duluth Parking Commission, aka Parking Commission

2. MEETING:

- ▶ DAY: 1st Friday
- ▶ TIME: 7:30 a.m.
- ▶ LOCATION: Council Chamber, City Hall

3. STAFF PERSON: Matthew Kennedy

PHONE: 730-5178

EMAIL: mkennedy@duluthmn.gov

4. STATEMENT OF PURPOSE:

To provide oversight and guidance to the city's parking operations and functions; to study and make recommendations for solutions to on and off street parking problems; to establish rates for parking meters and city owned parking lots and ramps; to establish parking rates and regulations for city street, parking meters and city owned parking lots and ramps; to work toward improving the availability, ease and perception of parking throughout the city; to review and recommend the annual budgets for the city's parking operations.

5. MEMBERSHIP REQUIREMENTS:

7 members (including 1 city councilor), 3-year terms. Must be city residents.

6. SOURCE OF ENABLING LEGISLATION:

Established by Ordinance 10128, 12/5/2011; Ordinance 10272, 12/16/2013.

1. BOARD OR COMMITTEE:

Parks and Recreation Commission

AKAs: Parks Board; Park and Recreation Board

2. MEETING:

- ▶ DAY: 2nd Wednesday
- ▶ TIME: 4:00 p.m.
- ▶ LOCATION: Varies

3. STAFF PERSON: Kathy Bergen

PHONE: 730-4300

EMAIL: kbergen@duluthmn.gov

4. STATEMENT OF PURPOSE:

To assist the Administration by making recommendations on issues that are pertinent to the development and/or enhancement of existing or future recreational needs of this community; and to further act as a liaison between community needs, the Parks & Recreation Division and the City Council.

5. MEMBERSHIP REQUIREMENTS:

11 voting (3-year terms) and 3 nonvoting members (indefinite terms). Voting members shall include one resident of each of the five council districts in the city, two at large members, who shall not be residents of the same council district, one member with formal education in recreation who is employed in that field, one member who is a member of, or recommended by, the commission on disabilities, one member who works with recreation programs and facilities as a staff member in the community schools program and one member with formal education in land management who is employed in that field. Each voting member shall be a resident of the City, except recreation, land management and community schools representatives shall either reside or work in the city limits of Duluth. The nonvoting members shall be a Duluth city councilor, a Duluth school board member and a St. Louis County commissioner.

6. SOURCE OF ENABLING LEGISLATION:

Created by Ordinance #7252, 10/24/60. Name changed from Recreation Board by Ordinance #7340, 12/24/62. Amended by Ordinance #8560, 2/23/81; amended by Ordinance 8916, 10/31/88. Name changed from Park & Recreation Board and membership increased by Ordinance 9333, 6/9/1997. Amended by Ordinance #9400, 12/21/1998. Amended by Ordinance #9745, 9/12/2005. Amended by Ordinance #9960, 2/23/2009.

1. BOARD OR COMMITTEE:

Planning Commission

2. MEETING:

- ▶ DAY: 2nd Tuesday (and 4th Wednesday, if needed)
- ▶ TIME: 5:00 p.m.
- ▶ LOCATION: City Council Chamber, 3rd Floor, City Hall

3. STAFF PERSON: Keith Hamre

PHONE: 730-5580

EMAIL: khamre@duluthmn.gov

4. STATEMENT OF PURPOSE:

To advise the City Council on all planning and development matters including rezonings, issuance of special use permits, and community development policies. The Commission has final authority in approval of plats, serves as the responsible governmental unit (RGU) and conducts environmental reviews pursuant to Minnesota Statutes Chapter 116D and the applicable state regulations.

5. MEMBERSHIP REQUIREMENTS:

10 members in 2012, 9 members in 2013; 4-year terms. Must be a City resident.

6. SOURCE OF ENABLING LEGISLATION:

Created by Ord. 1809, 3/13/1922; amended by Ord. 1917, 8/28/1922; Ord. 9625, 10/14/2003; Ord. 9939, 10/13/2008; Ord. 9985, 7/27/2009.

1. BOARD OR COMMITTEE:

Sanitary Sewer Board of the WLSSD (Western Lake Superior Sanitary District)

AKAs: Western Lake Superior Sanitary District Board
WLSSD Board

2. MEETING:

- ▶ DAY: 1st and 3rd Mondays
- ▶ TIME: 7:00 p.m.
- ▶ LOCATION: WLSSD District Board Room

3. STAFF PERSON: Theresa Severance
PHONE: 722-3336
WEBSITE: www.wlssd.duluth.mn.us

4. STATEMENT OF PURPOSE:

To administer the sanitary sewer interceptor system and the sewage facility serving Duluth, Cloquet, and other portions of St. Louis and Carlton counties.

5. MEMBERSHIP REQUIREMENTS:

9 members, 3-year terms. 4 Duluth appointments. No specific requirements.

6. SOURCE OF ENABLING LEGISLATION:

Created by Minnesota Laws, 1971, Chapter 478; and Council Resolution, 6/22/71.

1. BOARD OR COMMITTEE:

Seaway Port Authority of Duluth

AKAs: Duluth Seaway Port Authority
Port Authority
SPAD
DSPA

2. MEETING:

- ▶ DAY: Once monthly - day & time for next meeting set at monthly meeting
- ▶ TIME: See above
- ▶ LOCATION: Seaway Port Authority Board Room

3. STAFF PERSON: Adolph Ojard, Executive Director

PHONE: 727-8525

WEBSITE: www.duluthport.com

4. STATEMENT OF PURPOSE:

To promote the general welfare of the Port District. The Authority shall also set forth as a primary goal the fostering of economic commerce for the Seaway Port District.

5. MEMBERSHIP REQUIREMENTS:

- ▶ 7 members, 6-year terms. 3 members appointed by the city council; 2 county appointments; and 2 members appointed by the governor.
- ▶ Advisory Member: Executive Director, 1200 Port Terminal Drive
- ▶ Members receive \$35 for each regular meeting attended.

6. SOURCE OF ENABLING LEGISLATION:

Established by Chapter 61, Minnesota Laws, 1929; amended by Minnesota Statutes 458.10; Minnesota Statutes 469.050.

1. BOARD OR COMMITTEE:

Special Board of Review

2. MEETING:

- ▶ DAY: As needed, usually once a year
- ▶ TIME: To be determined
- ▶ LOCATION: To be determined

3. STAFF PERSON: Peg Spehar

PHONE: 730-5460

EMAIL: pspehar@duluthmn.gov

4. STATEMENT OF PURPOSE:

To review assessment and classification of all property within the city. To determine that all taxable property within the city is listed and properly valued. To hear all persons feeling aggrieved by the assessment or classification of property and make such adjustments as shall appear just.

5. MEMBERSHIP REQUIREMENTS:

5 members - an appraiser, a real estate broker, a real property valuator, an attorney, and one member appointed by the CAO or Mayor annually who has completed an equalization course; all members shall be well versed and familiar with property values in the city; 4-year terms.

6. SOURCE OF ENABLING LEGISLATION:

Created by Resolution 86-0142, 3/3/1986; amended by Resolutions 01-0601, 8/27/2001; 06-0498R, 7/10/2006; 13-0205, 4/22/2013.

1. BOARD OR COMMITTEE:

Spirit Mountain Recreation Area Authority

2. MEETING:

- ▶ DAY: 3rd Thursday
- ▶ TIME: 5:00 p.m.
- ▶ LOCATION: Spirit Mountain Chalet

3. STAFF PERSON: Renee Appel Mattson, Executive Director

PHONE: 628-2891

WEBSITE: www.spiritmt.com

4. STATEMENT OF PURPOSE:

To administer the operation of the Spirit Mountain Recreation Area with the following objectives: to insure proper development of wide-range recreational facilities available to both local residents and tourists; to aid the economy of Northeastern Minnesota; and to follow an intelligent and timely development plan in order to preserve the area's environment.

5. MEMBERSHIP REQUIREMENTS:

9 members, 3-year terms. No personal financial interest, direct or indirect, in any contract with the Authority, or engaged in any capacity where a conflict of interest may arise. A knowledge and background in business, finance, and management helpful.

6. SOURCE OF ENABLING LEGISLATION:

Created by Chapter 327, Minnesota Laws, 1973; and by resolution of City Council, 7/2/73; amended by 10-0237R, 5/10/2010.

1. BOARD OR COMMITTEE:

Tree Commission

2. MEETING:

- ▶ DAY: 3rd Tuesday
- ▶ TIME: 7:00 p.m.
- ▶ LOCATION: Room 106A, City Hall

3. STAFF PERSON: Judy Gibbs

PHONE: 730-4308

EMAIL: jgibbs@duluthmn.gov

4. STATEMENT OF PURPOSE:

To recommend and advise the city administration and the city council on policies, budgetary concerns and technical tree related issues having an impact on boulevard tree placement and replacement, management, maintenance and removal, reforestation, urban forest management and tree preservation.

5. MEMBERSHIP REQUIREMENTS:

9 members, 3-year terms. 2 members shall be professionally engaged in an occupation relating to forestry, landscaping, tree or plant nursery, architecture or an allied or related profession; 7 members shall be interested citizens.

6. SOURCE OF ENABLING LEGISLATION:

Established by Ordinance 9256, 6/5/1995.